

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 0-06			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-10-060		Contract Period 11/30/2010 To 07/31/2011 Base <input checked="" type="checkbox"/> Option Period Number		Title of Work Assignment/SF Site Name					
Contractor COMPUTER SCIENCES CORPORATION				Specify Section and paragraph of Contract SOW					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 12/03/2010 To 07/31/2011			
Comments:									
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund									
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
SFO <input type="checkbox"/> (Max 2)									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:		LOE: 0					
11/30/2010 To 07/31/2011									
This Action:				430					
Total:				430					
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee:		LOE:			
Cumulative Approved:				Cost/Fee:		LOE:			
Work Assignment Manager Name Laura Flynn <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:			
						Phone Number 202-564-4611			
						FAX Number:			
Project Officer Name Nancy Muzzy <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:			
						Phone Number: 513-569-7864			
						FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:			
						Phone Number:			
						FAX Number:			
Contracting Official Name Cathy Basu <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:			
						Phone Number: 513-487-2042			
						FAX Number:			

**WORK ASSIGNMENT
PERFORMANCE WORK STATEMENT**

Contract No. EP-C-10-060

Work Assignment: 0-06

WAM: Name: Laura Flynn
Branch: Security Assistance Branch
Water Security Division/Office of Water
Phone: (202) 564-4611
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Alternate WAM: Karen Edwards
Branch: Security Assistance Branch
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Task Manager

Task 3: Lauren Wisniewski
Branch: Security Assistance Branch
Water Security Division/Office of Water
Phone: (202) 564-2918
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Mail code: 4608T
1200 Pennsylvania Ave., NW
Washington, DC 20460

LOE: 430 hours

Period of Performance: December 1, 2010 to July 31, 2011

Title: Vulnerability Assessment, Vulnerability Assessment Certification, Emergency Response Plan Certification Tracking and Organization, and Vault Close-out

PWS Sections: 2.5

I. PURPOSE:

The purpose of this work assignment is to complete the receipt, handling, tracking, and security of documents received by EPA under the requirements of the Public Health Security and Bioterrorism Preparedness and Response Act of 2002 (Bioterrorism Act). These documents include vulnerability assessments (VAs), VA certifications, and emergency response plan (ERP) certifications. The Vault Room, where these documents are currently stored, will also be closed down and the documents will be archived, as appropriate, or returned to the originators. This project supports programmatic support needs related to our national homeland security responsibilities by fulfilling the requirements of the Bioterrorism Act.

To achieve this purpose the contractor shall be responsible for document handling, data entry, filing, and overall document management in accordance with EPA's Information Security Protocol and National Security Information (NSI) procedures. While the documents are not technically classified as National Security Information (NSI); they are treated in a comparable manner, in accordance with the Bioterrorism Act. The contractor shall follow relevant and appropriate procedures for handling and managing documents and shall develop and implement a protocol for closing down the Vault Room and archiving/returning documents, as appropriate. The contractor shall work under the written technical direction of the WAM. Any questions or issues that arise during the course of this work assignment should be directed to the WAM.

The intended audience for this project is EPA. Other partners and external offices or agencies that may be impacted by this work assignment are drinking water utilities serving 3,300 or more, state and local government officials, and EPA Regional Offices.

EPA Regional Offices work with their respective state and local governments, as well with the drinking water utilities in their regions, to ensure all required documents have been submitted. Each Region is responsible for the enforcement of any compliance issues for drinking water systems in their Region. The specific partners for any task shall be designated through written technical direction.

This work assignment supports the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WSD pillars of Prevention, Detection, Response, and

Recovery. Additionally, this work assignment contributes to the commitments made in EPA's *Strategic Plan: 2006 to 2011* and EPA's *Homeland Security Strategy (2004)*. Under EPA's *Strategic Plan*, reference is made to Goal 2 (Clean and Safe Water), Objective 2.1 (Protecting Human Health), Sub-objective 2.1.1 (Water Safe to Drink), and to the Cross-Goal on homeland security. Under EPA's *Homeland Security Strategy*, reference is made to Objective 1 (Critical Infrastructure Protection).

In support of these requirements, this contract supports the nation's drinking and wastewater infrastructure, collectively known as the Water Sector, in being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attack and other intentional acts, natural disasters, and other hazards (referred to as the "all hazards" approach), which may also occur, including the needs and challenges posed by natural disasters, catastrophic events, adaptation and impacts of climate change, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply.

In pursuit of these efforts, the contractor may be tasked with preparing a correlation summary comparing the results under this work assignment to the components of the Water Security Strategy framework.

II. BACKGROUND:

On June 12, 2002, President Bush signed the Bioterrorism Act into Law (PL 107-188). The Bioterrorism Act amends the Safe Drinking Water Act in several areas, including adding Section 1433 that establishes a mandatory requirement that community water systems serving 3,301 persons or more conduct VAs, certify to EPA that the VAs were conducted, and submit a copy of the completed VA to EPA. That Act also requires that these same community water systems prepare or revise ERPs and certify to EPA that this has been completed.

In accordance with the requirements of Title IV of the Bioterrorism Act, the Office of Water is the receipt office for the VA reports submitted under this Act. The handling, security, organization and maintenance of the information of these reports are on-going functions of WSD. These reports, and the studies they summarize, are actions taken to ensure the safety of the public water supply.

This work assignment is a continuation from work previously performed by the Water Security Division and falls within the activities described above. While 100% submission has been achieved for Large (467 utilities) and Medium (442 utilities) Systems as of August 11, 2010, there were eight (8) missing documents from tribes, one (1) missing document from Region 3, five (5) missing documents from Region 8, five (5) missing documents from Region 8, and 76 missing documents from Region 10. Implementation of the Vault Room closure has not begun because efforts to-date were focused on reaching 100% submission rates for small systems.

III. QA REQUIREMENTS:

The tasks in this work assignment do not require environmental measurements. Consistent with

the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the approved Quality Management Plan (QMP) of the contract.

IV. DETAILED TASK DESCRIPTION:

All direction under this work assignment will be provided as written technical direction from the Task Manager, Work Assignment Manager, or Alternate Work Assignment Manager, as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the Project Officer and the Contracting Officer, and is subject to the limitations of technical direction. Each initial deliverable shall be provided to the EPA Work Assignment Manager (WAM) and EPA Project Officer (PO) in draft form for review and comment. The contractor shall incorporate WAM/Task Manager review comments into revisions of the drafts. All drafts and final reports shall be approved by the WAM.

The contractor shall perform the following tasks:

Task 0: Work Plan, Progress Evaluations, and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the metropolitan DC area, the contractor shall include information on plans to manage work and contract costs. In addition, the work plan shall specify that a project specific QA supplement to the PQAPP is not required. This task also includes monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA. The work plan shall also provide an analysis of the existing and projected constraints, and the feasibility of accomplishing the project's purpose.

In addition, in each monthly progress report, the contractor shall, at the introduction to the discussion of this work assignment, discuss actual progress toward achieving the purpose of this work assignment, including problems encountered, issues that may need to be resolved, and anticipated timing for completing the goals of the work assignment. The contractor shall provide an overview of contract projects, striving to implement efficiencies in performance when complimentary requirements are issued. The contractor shall assure that duplication of effort relative to other ongoing work assignments under this contract is not occurring.

Subtask 0.a: Weekly status update conference calls and associated materials

The contractor shall schedule and lead weekly status conference calls to discuss this work assignment, including, but not limited to: actual progress toward achieving the purpose of this work assignment, including problems encountered, issues that may need to be resolved, and anticipated timing for completing the goals of the work assignment.

The contractor shall develop agenda for the calls, document progress on key action items, and

provide a brief summary after each call that reflects key discussion points and decisions made.

Deliverables:

1. Work plan and monthly progress and financial reports.
2. Weekly status update conference calls and associated materials.

Task 1: Document Processing, Data Entry, and Tracking of Vulnerability Assessments

Subtask 1.a: Document Processing and Logging of Vulnerability Assessment Submissions and Data Entry

At least once a month, the contractor shall engage in the handling and data processing of all newly received VAs, VA certifications, and ERP certifications (referred to collectively as submissions) into EPA's tracking database. This database contains a list of all community water systems that are required to submit these items. Sub-elements of this task include, but are not limited to, opening the submission, stamping the document with date received, marking the VA properly (for security purposes, as required in EPA's Information Protection Protocol - http://www.epa.gov/safewater/security/info_protect_11-30-02.pdf), placing a cover sheet over the VA, logging the submission into the database and entering appropriate data elements as instructed, and filing the VA, VA certification, and ERP certification in secure file cabinets. These secure file cabinets, as well as the database computer, are kept and maintained in the VA Vault Room at Agency Headquarters in the EPA East Building. The contractor shall provide, with the work plan, the names of those personnel who will have access to this Agency database so that they can be provided to the Contracting Officer in accordance with the contract. All personnel in direct contact with the VAs and certifications will require designation to be handled by the WAM.

The contractor shall also be responsible for logging and filing in a separate system any ERPs that are sent in by utilities during this period of performance.

Subtask 1.b: Status Reports and Follow-Up

The contractor shall manipulate the database so that monthly status reports can be generated, formatted or populated specific to instructions included in written technical direction from the WAM. Examples of output anticipated to be requested include, but are not limited to: a) number of VAs and VA certifications received as a percentage of community water systems expected to submit these items; b) number of submissions received, broken out by EPA Region, State or other information category covered by the database, as measured against expected submissions; and c) a basic report suitable for public dissemination that lists each community water system (system name, city, state, identification number) and the date the system certified its VA to EPA. Templates for these reports which were developed under a previous contract should be a starting point for these reports, in the interest of efficiency and economy.

The contractor shall respond to, and conduct, any necessary follow-up to inquiries from systems regarding their VAs, VA certifications, and ERP certifications. The contractor shall also contact systems and EPA Regional security representatives directly to clarify any remaining issues, under the written technical direction of the WAM. The contractor shall clearly document and copy the WAM on issues and outcomes related to direct discussions with water system entities.

Deliverables:

Population of database each month
Monthly Status reports

Task 2: Final Close-out and Documentation

In accordance with written technical direction from the WAM, the contractor shall develop a plan and begin implementation of the close-out of the VA Vault Room at Agency Headquarters targeted as complete by the end of FY 2012. This effort will include, but is not limited to, archiving small and medium system VAs, VA certifications, and ERP certifications; coordination of storage location and procedure; thorough documentation of work; and other required support to achieve proper archiving of files stored in the VA Vault Room. The contractor shall provide a written close-out plan for steps to shut down the VA Vault Room.

Deliverables:

Close-out plan
Close-out of VA Vault Room

Task 3: Other Technical Support

Task Manager: Lauren Wisniewski

Under this task, the Contractor shall provide other scientific and technical support to facilitate and enhance EPA's Water Security Division efforts related to the general scope of this work assignment. Specific activities under this task will be assigned through written technical direction in response to Water Security Division support needs. Examples of possible work might include the development of PowerPoint presentations and talking points on vulnerability assessment-related activities, tables and graphs related to the number, organizational/geographic distribution of designated/de-designated personnel, and other quantitative and qualitative assessments permitted under the Bioterrorism Act. The Level of Effort for this task should not exceed 100 hours.

Deliverables:

To be determined by written technical direction

Task 4: Evaluation of VA Follow-up and Close-out

To ensure that EPA is investing its money wisely, it is necessary to evaluate the effectiveness of the VA follow-up and close-out in meeting its stated purpose. The contractor shall develop an evaluation plan for EPA review. Components of this plan might include tracking the number of follow-ups needed, the methods of archiving, and process for handling incoming information. In addition, the plan might include an analysis of the frequency of follow-ups, the effectiveness of follow-ups, and their impact on utilities. Besides this largely quantitative data, the evaluation may also include a qualitative component that analyzes feedback from Regional offices and utilities or other qualitative data.

The plan should include a method for identifying successes and deficiencies, their causes, and potential solutions. It should also include a method for determining how each success or failure relates to WSD's Strategic Plan, the National Homeland Security Research Center's Research and Technical Support Action Plan, and any legislation governing water security. Finally, the evaluation plan should be developed in support of the requirements outlined in the Government Performance and Results Act (GPRA).

After EPA approves the plan, the contractor will conduct the analysis outlined in the plan. The contractor will provide a written report detailing the outcome of the analysis, and making recommendations based on these outcomes. Both the plan and the analysis should include an executive summary. The contractor may also prepare outreach and briefing materials for this analysis.

Deliverables:

Evaluation plan
Outreach and briefing materials on this analysis

V. SCHEDULE/DELIVERABLES

Task 0

Work Plan	Within 20 days of Contractor receipt of work assignment
Financial Reports	At least once a month unless otherwise directed by the EPA Contracting Officer
Weekly status update conference calls and associated materials	At least once a month unless otherwise directed by the EPA WAM

Task 1

Population of Database	At least once a month unless otherwise directed by the EPA WAM
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Status Reports	Within 1 week of written technical direction
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Task 2

Close-out Plan	Within two weeks of written technical direction
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Close-out of VA Vault Room	To be established by written technical direction after receiving all remaining documents
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Task 3

Communication and Outreach Materials	To be established by written technical direction
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Task 4

Evaluation Plan	Within 30 days of work plan approval
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Communication and Outreach Materials	To be established by written technical direction
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VI. REPORTING REQUIREMENTS

Monthly Progress Reports (including a progress evaluation discussion)

Financial Reports

Project Specific QAPP (if applicable)

VII. GREEN MEETINGS AND CONFERENCES

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

QUALITY ASSURANCE SURVEILLANCE PLAN
for the Water Security Division's
Technical, Analytical, and Regulatory Mission Support
Performance Work Statement

Quality Assurance Surveillance Plan

The requirements contained in this work assignment are considered performance-based, focusing on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the requirements, the contractor shall design innovative processes and systems that can deliver the required services in a manner that will best meet the Agency's performance objectives. This performance-based requirement represents a challenge to the contractor to develop and apply innovative and efficient approaches for achieving results and meeting or exceeding the performance objectives, measures, and standards described below. The Contractor's performance will be reflected in the positive or negative evaluation offered by the Agency in the Contractor Performance Evaluation (CPE) which is evaluated annually (per the "Contractor Performance Evaluation" clause in the contract). The Work Assignment Manager shall submit a complete annual review of the areas outlined in the Quality Assurance Surveillance Plan (QASP), included in the contract, which will then be utilized by the Project Officer in preparing the overall evaluations submitted annually in response to the Contractor Performance Evaluation requirements in the contract.

General Management and Administration			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
Management and Communications: The Contractor shall maintain contact with the EPA CO, PO and WAM throughout the performance of the contract and shall immediately bring potential problems to the attention of the appropriate EPA WAM. In cases where issues have a direct impact on project schedules or cost, the contractor shall provide options for EPA's consideration on resolving or mitigating the impacts.	Any issues that impact project schedules or cost shall be brought to the attention of the appropriate EPA WAM within 3 business days of occurrence.	100% of active work assignments under the contract will be reviewed by the EPA WAM monthly (via monthly progress report) to identify unreported issues. The EPA WAM will report any issues to the EPA PO who will bring the issue(s) to the Contractor's attention through the CO.	Unsatisfactory rating under the category of Business Relations in the NIH Performance Evaluation System if two or more incidents occur during an applicable period of performance when the contractor does not meet the measurable performance standards for a given contract period.

<p>Timeliness: Services and deliverables shall be in accordance with schedules stated in each work assignment or tasking document, unless amended or modified by an approved EPA action.</p>	<p>During any period of performance, 90% of all submitted deliverables shall be submitted no later than 5 business days past the due date.</p>	<p>100% of active work assignments under the contract will be reviewed by the EPA WAM monthly (via monthly progress report & milestones established for each deliverable) to compare actual delivery dates against those approved. The EPA WAM will report any issues to the EPA PO who will bring the issue(s) to the Contractor's attention through the CO.</p>	<p>Unsatisfactory rating under the category of Timeliness in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance.</p>
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<p>Cost Management and Control: The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate time keeping.</p>	<p>The contractor shall manage costs to the level of approved ceiling on the work assignment. The contractor shall notify the WAM/PO when 75% of the approved funding ceiling for the work assignment is reached.</p>	<p>The EPA PO will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment expenditures. The EPA PO shall review the Contractor's monthly progress reports and request the WAMs verification of expenditures and technical progress before authorizing invoice payments.</p>	<p>Unsatisfactory rating under the category of Cost Control in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance.</p>
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<p>Technical Effort: The analyses or products developed by the contractor shall be factual and defensible and based on sound science and engineering. All data shall be collected from reputable sources and quality assurance measures shall be conducted in accordance with contract, agency requirements and any additional requirements outlined in individual work assignments or technical directives. Any work requiring the contractor to provide options or recommendations shall include the rationale used in selecting the option/recommendation and all other options and recommendations considered.</p>	<p>All analyses conducted for EPA by the Contractor must be factual and based on sound science and engineering. All analyses and products (initial and final drafts) shall conform in format and content to requirements specified by the WAM in written technical direction, and should meet the objectives stated in the work assignment. All initial draft documents shall be clearly written at a level appropriate to the targeted audience. All information shall be factual, technically sound, and accurate, with data sources identified.</p> <p>Draft versions of a document shall require no more than two editorial revisions.</p>	<p>EPA will review all analyses and work products conducted by the Contractor and will independently consider the merit. EPA may opt to peer review analyses to further validate merit.</p> <p>The EPA WAM/TM (Task Manager) will review initial drafts to assess technical accuracy and editorial quality. The WAM/TM will identify all inaccuracies and needed edits and corrections to the contractor in the initial review of draft documents.</p>	<p>Unsatisfactory rating under the category of QUALITY OF PRODUCT OR SERVICE in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance, even after review input and follow up discussion by Agency personnel.</p>
<p>Socio-Economic Utilization: The Contractor shall assess all agency requirements outlined in work assignments for opportunities to fully utilize the knowledge and experience of its socio-economic team members. Work shall be allocated in a manner that ensures the Contractor's annual subcontracting goals are met.</p>	<p>The Contractor shall meet a standard of at least 80% of the dollar goals outlined in their subcontracting plan during each period of performance, unless Agency priorities prevent or preclude such tasking.</p>	<p>EPA will monitor the contractor's utilization of socio-economic firms by reviewing the contractor's submittal of Standard Forms (SF) 294 and (SF) 295.</p>	<p>If less than 80% is reached during an applicable period of performance, the contractor shall outline the steps that will be taken to meet the annual goals outlined in their plan, or provide justification as to the rationale for the lack of meeting the subcontracting plan goals. Performance that does not meet the stated goals without sufficient justification will be reported as an Unsatisfactory rating under the category of BUSINESS RELATIONS, and MEETING SDB SUBCONTRACTING REQUIREMENTS in the NIH Performance Evaluation System.</p>

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Comments: The purpose of this amendment is to correct the Line Item numbering in EAS to indicate: 0001 - Funding for Base Period 0001N/A - Labor Hours										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
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Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
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Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name Laura Flynn <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number 202-564-4611 FAX Number:				
Project Officer Name Nancy Muzzy <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: 513-569-7864 FAX Number:				
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name Cathy Basu <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2042 FAX Number:				